Chief, Management Staff

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Chief, Business Machines Service

Weekly Report for Period 7 November 1956 Through 14 November 1956

1. Film on electronic data processing was shown to groups from the Office of the Comptroller and the Office of the Special Support Assistant to DD/S. There was very favorable reaction to the presentation in each case. The film will be shown to members of the Office of Personnel on 14 November.

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2. Met with Messers. ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ and ▓▓▓▓, OTR to discuss application of punched card method to obtain Training Statistics. A plan was presented but there is some disagreement within OTR as to the need for Statistics. Informed OTR I would be glad to assist them further when they had decided on the results they wished to obtain.

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3. Made final arrangements with IBM for talks to be given to group of Records Integration machine system supervisors. Also arranged for loan of Arthur Andersen and Co., movie film on "Electronics in Business." This film will be shown to the RI group and to members of the Office of the Comptroller.

4. Shipped back to 3 M Co., St. Paul, two of their engineering models of the microfilm viewer reproducer. These machines will be modified at 3 M and returned together with improved paper on 3 December. Test of machines and paper will then be continued.

5. Completed arrangements for members of Office of Comptroller, Office of Personnel, and Office of Logistics to visit Navy Yard at Norfolk, Va. on 16 November to investigate Navy installation of IBM Random Access Memory Accounting Computer (RAMAC). This will afford an opportunity to see the RAMAC in operational use. There is a very good prospect of using the RAMAC of for the Agency's Accounting requirements.

6. Examined IR's Industrial Card File (about 3,400,000 pages) and discussed with IR personnel the advantages and disadvantages of microfilming this file.

7. Instructed members of FE/Personnel in programing and using the Flexowriter.

8. Worked with representatives of IBM, Commercial Controls, OCR, and Personnel on programing and wiring the O46 to convert Flexowriter tape to punched cards for Personnel statistics.

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9. Moved the 3 M Reader-Printer from ████████████████ - demonstrated it and instructed an FDD employee in how to carry on a continuing demonstration.

10. Pursued the usual routines of this job, such as: instructing O&M Staff/DDP in use of Dictaphone, coordinating the testing of microfilm for hype content, approving requisitions for microfilm equipment, expediting service calls for the repair of microfilm equipment, moving and testing various equipment items, etc., etc.

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